

# **First Christian Church of Santa Maria**

## **Job Description Director of Adult Growth and Development Salaried Position Last Updated July 2007**

### **I. Basic Responsibility:**

Purposefully plan and carry out the objective of moving people to a deeper relationship with Christ with a primary focus on adults, post-college through seniors. Critical to this mission is a solid character exemplified by the discipline of hard work, loyalty to our church, authenticity before men, a joyful personality, and most importantly, a true love for our Lord.

### **II. General Description of Duties (listed by priority):**

#### **A. Adult Ministries**

##### **1. Small Groups**

Responsible for all aspects of Adult Small Group Ministry, to include but not limited to:

- Refine and expand existing Adult Small Group Ministry.
- Recruit, train and equip Small Group Leaders.
- Provide strong leadership to Adult Small Group leaders.
- Provide curriculum and training for Small Groups.
- Keep accurate records of small group activity such as number of groups, meeting times, size of groups, and membership.

##### **2. Assimilation and Fellowship**

Responsible for all aspects of Assimilating Adults into the life of the church, to include but not limited to:

- Moving non-members into membership.
- Involving members as active participants of the church.
- Develop new areas of ministry as needed or directed.
- Oversee and develop adult and all-church social activities, such as 4<sup>th</sup> of July Picnic.
- Oversee and expand current Adult Ministries such as Men's, Women's, Singles and Senior groups as well as develop new Adult Groups and activities.
- Keep accurate records of all Adult Ministries and activities such as number of groups, meeting times, size of groups, and membership.

##### **3. Adult Education**

Responsible for all aspects of the Biblical education of the Adults of First Christian Church, to include but not limited to:

- Develop and maintain a variety of settings (in addition to small groups) and Biblical topics focused on the interests and needs of the adults of the church.
- Recruit, train, and oversee teachers and leaders in the area of Adult Education.
- Provide curriculum and training for Adult Education classes.
- Keep accurate records of all Adult Education activities such as number of groups, meeting times, size of groups, and membership.

**B. Counseling**

- Available for Biblical counseling.

**C. Other Related Duties (as assigned)**

- World Outreach Department
- Special Projects as assigned by the Senior Pastor and Executive Pastor.

**III. Accountability**

Accountable to the Executive Pastor and the General Board.